



Curators

Nelson Gallery



BY AIR MAIL

PAR AVION





為慶祝中華人民共和國成立二十六週年謹訂于
一九七五年十月一日（星期三）下午六時至八時在
聯絡處舉行招待會
請出席

中華人民共和國
駐美利堅合眾國聯絡處主任 黃 鎮

請帶請柬

地址：華盛頓市西北區康涅狄格州大道二三〇〇號

(Translation)

*On the Occasion of the Twenty-sixth Anniversary of the
Founding of the People's Republic of China
The Chief of the Liaison Office of the
People's Republic of China
Mr. Huang Chen*

requests the pleasure of your company

at a Reception

on Wednesday, October 1, 1975 from 6:00-8:00 P.M.

Regrets only

797-9146

2300 Connecticut Avenue, N.W.

Washington, D. C.

Please present this card at the entrance

Curators

0 • *

94 • 50 +

17 • 55 +

112 • 05 *



THE RIVER CLUB

D. 3-24-75

1680

Mr. L. S. Heiman

NO. SERVED

7

7 Special Dinners
@ \$13.50

94.50

17.55

112.05

Chinese
Curators

MEMBER'S SIGNATURE

MEMBER COPY



THE RIVER CLUB

D/3/24/75

B 1944

Mr. L. Sickman

NO. SERVED

7

⑥ Schlitz	HHI	6	00
2 Scotch	II	3	30
2 Bourbon	II	3	30
1 Sherry	I	1	65
2 W. Wine	II	2	20
1 R. Wine	I	1	10

17.55

MEMBER'S SIGNATURE

MEMBER COPY

A





中華人民共和國出土文物展覽
THE EXHIBITION OF ARCHAEOLOGICAL FINDS
OF THE PEOPLE'S REPUBLIC OF CHINA
Supported By The National Endowment For The Humanities
APRIL 20 — JUNE 7





CHANG HAI-TAO

CHIEF U. N. CORRESPONDENT

HSINHUA NEWS AGENCY

155 WEST 66TH STREET
NEW YORK 10023
(212) 787-3554

370 U. N. BUILDING
PL 4-1234 EXT. 2194
(212) 371-1940

張海濤

Runkels-

State pays
insurance premium
a paper to sign

Guadalquivir
grant provisions

Sub. PP 7 -

Sub contract
does not apply

BLACKWELL SANDERS MATHENY WEARY & LOMBARDI

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KANSAS CITY, MISSOURI 64108

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WILLIAM A. LYNCH
DENNIS P. WILBERT
SHIRLEY WARD KEELER
LARRY E. SKAER

February 18, 1975

CRANES CREST

Mr. Laurence Sickman
The Nelson Gallery of Art
4525 Oak Street
Kansas City, Missouri 64111

Dear Larry:

You handed me for comment a copy of the "Grant Agreement" between the United States and the National Gallery, relating to the expenses to cover the Chinese curators and their interpreter, and I understand it is anticipated a similar agreement would be made with The Nelson Gallery Foundation.

The comments I have are as follows:

1. In Article IV D there is a requirement to furnish health and accident insurance material, which it is said will be provided by the Department of State. When you are in Washington I think you will want to inquire further into this. Perhaps all that is involved is for the Foundation to pay the premium.

2. In Article IV E there is a reference to compliance with the "Guidelines for the Administration of Department of State Grant Agreements Awarded by the Bureau of Educational and Cultural Affairs." You will want to get a copy of this.

3. In the General Conditions, attention is called to Paragraph I. With one possible exception, this looks all right to me, but Mr. Songer may want to go over it with Mr. Bioff. The possible exception is in subparagraph (7), which requires that the material regarding non-discrimination be included in subcontracts and purchase orders. It is my recollection that the regulations referred to exclude subcontracts or orders less than \$50,000, and this presumably would exempt the

4,000.00

BLACKWELL SANDERS MATHENY WEARY & LOMBARDI

Mr. Laurence Sickman
February 18, 1975
Page 2

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Sincerely yours,

Church

MDB:1mm

cc: Mr. Milton McGreevy
Mr. Herman R. Sutherland

Newcut

Newcut - State

His nephew - passed his
inter. tests

Oak Hall

753-3232

Manager Mrs. Hoppe (Hop-pee)

2 Bedroom 2 bath Apt.

25.⁰⁰ a day

600.⁰⁰ a month

after one month extra days pro-rated.

telephone - no charge for local calls

1 Bedroom 1 bath Apt.

25.⁰⁰ a day

400.⁰⁰ a month

pro-rated after 1 month (13.33 a day)

Telephone

1 Bedroom + bath

18.⁰⁰ a day

no monthly rate

Telephone

refrigerator

Coffee maker + coffee.

All — no garage space without extra charge

" — no maid service on Sundays

18
30
540

Xerox



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3-26-75

Ely Mawrer called.
State Dept.

Would like you to call.

202 632 2682

Zimmerman -
who is Chinese
speaking man
whose family
lives in K.C.?

J. Henderson
Escort

+

meal

Airport taxi

\$ 40

6000 Catalogues - 2.50

9 3/14 ^{5.66}₀₀

9.40

Catalogues - yellow and picture book

Acustoguide

Postal cards, slides, posters

CAT

Air Round trip to Toronto

Hotel Hyatt Regency 3 days at 32.00 +

2.24 tax

102.72

air port taxi Toronto

5.66

" " K.C.

8.00

Meals @ 12.00, 3 days

36.00

Tips

2.00

Exhibition tickets

5.00

Net Gal. Air port taxi Toronto 1/2

4.00

Director's fund

THE WORKING GROUP
of the
EXHIBITION OF ARCHAEOLOGICAL FINDS
of the
PEOPLE'S REPUBLIC OF CHINA

ITINERARY

Kansas City - Cleveland
Mr. Mai, Mr. Keng, Mr. Li, Mr. Ch'a

MONDAY, MARCH 24, 1975:

7:15 AM Pick up at Shoreham Hotel.

8:00 Depart National airport on TWA Flight 237. (Stopover in Chicago, but no change of planes)

11:00 Arrive Kansas City International Airport.
Taxi to Plaza Inn, 4500 Main Street
Check in at hotel.

12:00 Noon Lunch at the hotel

1:00 PM Walk to the Nelson Gallery-Atkins Museum, 45th and Oak Street
Afternoon at the Gallery.
Evening free.

TUESDAY, MARCH 25, 1975:

All day at the Nelson Gallery-Atkins Museum.

WEDNESDAY, MARCH 26, 1975:

6:00 AM Taxi to airport.

7:00 Depart Kansas City International Airport on TWA Flight 578.

10:32 Arrive Cleveland, Hopkins International Airport.

11:00 Taxi to Cleveland Museum of Art, University Circle,
11150 East Boulevard.

11:30 Arrive Museum.

Welcome by Sherman Lee, Director; Ho Wai-kam, Curator of Oriental Art; and Frances Stamper, Public Relations.

View the Museum's Chinese art collection.

WEDNESDAY, MARCH 26, 1975: (cont'd)

12:30 PM Lunch at the Museum.

1:30 Continue to view the collection.

4:30 Taxi to airport.

5:57 Depart Cleveland on United Airlines Flight 666.

7:00 Arrive National Airport, D. C.

Taxi to Liaison Office.

Clean up of area

One guard at West door

Alert alarms -

2 Guards on second floor

X Peeking walls in exhibition

X Change locks on access door
to ceiling

X Tunnel

X 45 and Rockhill parking lot

X Block off museum grills

Block windows -



Office of the Mayor

Rob

Charles B. Wheeler, Jr., M.D., J.D., Mayor

Chinese Curators

City of Kansas City, Missouri
Heart of America

29th Floor, City Hall
Kansas City, Missouri 64106

816 274-2595

March 17, 1975

Mr. Lawrence Sickman
Nelson Art Gallery
45th and Oak
Kansas City, Missouri 64111

Dear Larry:

Mr. James T. Doty, President of People-to-People International visited my office and has offered assistance during the Chinese Art Exhibit. They would be pleased to assist with City Orientation Tours, home visits, dinners, receptions, or in any other hospitality to the Peoples Republic of China citizens accompanying the Exhibit.

Mr. Doty's office is located at 2201 Grand Avenue and his phone number is 421-6343 should you wish to contact him regarding this offer.

Sincerely,

Charles Wheeler

Charles B. Wheeler, Jr., MD., J.D.
Mayor of Kansas City

CBW:med

$\frac{4}{15}$ Copy to Rob

Mrs. Jox

\$20 00

weekly \$45 00

per
Person

21 00 Shoran 5 per.

Chinese Curators

1975.
Telephone call to Mrs. Galen Fox, National Gallery, March 14th, 1975.

Weekly gives the Chinese \$20 per diem. Their allowance is \$45 per person for rooms, but they would prefer that the accommodations be much less than that. They are paying \$21 per day at the Shoreham, which saves them \$24 which they can use for travel and hotels in other cities.

There will be five people.

Norman Runkles telephoned from the State Department, Thursday, March 13th.

He said that the State Department will pay the health and accident insurance premiums for the Chinese curators. There is just a little paper to sign.

He is sending us a memorandum on guide lines to grant provisions. Sub-paragraph 7 relates to sub-contracting responsibilities and in his opinion it does not apply in the present instance.

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Curators

Memorandum on telephone call from Alex Lacy, Thursday, March 13th, 1975.

On Monday, March 17th, in the afternoon, D'Angencé arrives from San Francisco via TWA Flight 152 at 1:07 pm.

The same day, at 2:15 pm, Alex Lacy and Miss Englander arrive on Braniff flight 127.

All will depart for Washington at 6:00 pm.

Curators

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Curators

4th March, 1975

Norman W. Runkles, Esq.,
Acting Chief,
Contract Negotiation and Compliance Branch,
Bureau of Educational and Cultural Affairs,
Department of State,
Washington, D.C. 20520

Dear Mr. Runkles,

This letter is in reference to the "Agreement between the government of the United States of America and the Trustees of the National Gallery of Art" involving Grant #1069-587088.

The grant covered the travel and per diem of the Chinese curatorial staff accompanying the exhibition "Archaeological Finds of the People's Republic of China. A copy of the agreement with the National Gallery of Art has been forwarded to us.

Mr. Menefee D. Blackwell, an attorney and also one of our Trustees, has examined the agreement and written me his comments. A copy of Mr. Blackwell's letter is attached, and we would much appreciate your consideration of the questions he has raised.

Sincerely yours,

Laurence Sickman
Director

LS:jf

cc: Mr. Murray Zinoman

Enc.

Washington

BLACKWELL SANDERS MATHENY WEARY & LOMBARDI

FIVE CROWN CENTER
2480 PERSHING ROAD
KANSAS CITY, MISSOURI 64108

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DENNIS P. WILBERT
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LARRY E. SKAER

February 18, 1975

Mr. Laurence Sickman
The Nelson Gallery of Art
4525 Oak Street
Kansas City, Missouri 64111

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February 18, 1975
Page 2

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Sincerely yours,

Chuck

MDB:1mm

cc: Mr. Milton McGreevy
Mr. Herman R. Sutherland



DEPARTMENT OF STATE

Washington, D.C. 20520

February 6, 1975

Dr. Lawrence Sickman
Nelson Gallery - Atkins Museum
4525 Oak Street
Kansas City, Missouri 64111

Dear Dr. Sickman:

Thank you for your very informative reply of January 31 which I have just received. It reflects the considerable progress and meticulous planning that you and your staff have already accomplished in preparing for the Exhibition. It appears, in my very humble opinion, that the Nelson Gallery is way ahead of the game at this point. I hope we will have occasion soon to personally discuss in more detail some of the points raised in the letters as well as other matters. Meredith tells me that you and Marc Wilson are planning a trip to Washington in the near future and I want to be certain that we arrange meetings at that time.

The purpose of this letter is to discuss the care and handling of the five member PRC working group that comes with the Exhibit, particularly the financial arrangements. You will notice that Article IV, Section 3 of the Agreement between the two committees stipulates that the financial responsibility for the upkeep and care of "four officials and one interpreter" rests with the US side. The Department has agreed to assume this financial burden for both the National Gallery and the Nelson Museum. The Museums, of course, will have the responsibility for administering this aspect of the Exhibition.

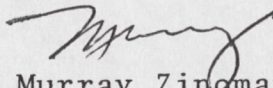
The attached contract is a copy of the agreement between the Department and the National Gallery on this matter and we envisage a similar arrangement with your museum. To work out the details of the contract, I suggest you have your legal or financial officer contact Norman W. Runkles, Acting Chief, Contract Negotiation and Compliance Branch, Bureau of Educational and Cultural Affairs, Department of State, Washington, D.C. 20520, Telephone (202) 632-3615.

You are probably aware that the National Gallery hired Carol Fox, the Chinese-speaking wife of a foreign service officer, to handle arrangements for the curators, and her experience should prove of great assistance to you. You can contact her through the National Gallery and you might wish to arrange a meeting with her during your trip to Washington.

Again, if you have any questions about this or any other aspect of the show or if we can be of assistance in any way, please do not hesitate to let us know.

Warm regards to you and Marc.

Sincerely,



Murray Zinoman
China Program Officer
Office of East Asian and Pacific Programs
Bureau of Educational and Cultural Affairs

Attachment:
As Stated

Chinese Curators

22nd April, 1975

Miss Henrietta T. Bachmann,
Chief, Contract Negotiation
and Compliance Branch,
Bureau of Educational and Cultural Affairs,
Department of State,
2201 C Street N.W.,
Washington, D.C. 20520

C Dear Miss Bachmann,

O I must apologise for the delay in answering your welcome letters of the 10th and 11th, but they arrived just on the eve of our opening, when we were in desperate straits to complete the installation of the Exhibition.

P We have taken the liberty of changing the designation from the WILLIAM ROCKHILL NELSON GALLERY, which is really only the building, to the TRUSTEES OF THE NELSON GALLERY FOUNDATION, which is our official and recognised legal body. If this alteration of the document is not satisfactory to you, we would of course, be glad to sign a newly typed agreement.

We have gone over the terms and find them in every way satisfactory.

Y We are making arrangements with the Chinese curators to complete the health insurance forms. Two of them, Mr. Wang and Mr. Li, are returning to Peking on Thursday of this week, so we will have the two newly arrived curators fill out the health insurance forms in lieu of those who are departing.

We would appreciate the grant funds at your earliest convenience, as we are currently paying the Chinese per diem, and the salary of the escort out of our own Foundation funds.

Sincerely yours,

Laurence Sickman
Director

LS:jf

Enc.



DEPARTMENT OF STATE

Washington, D.C. 20520

April 10, 1975

Mr. Laurence Sickman
Director
William Rockhill Nelson
Gallery of Art
4525 Oak Street
Kansas City, Missouri 64111

Dear Mr. Sickman:

Enclosed are copies of proposed Grant Agreement 1069-587161 authorizing up to \$25,000 to cover expenses of five (5) Chinese curators and an escort during their stay in Kansas City with the Chinese archaeological exhibit.

Also enclosed are copies of our "Guidelines" mentioned in Articles III and IV. These should be reviewed by the Gallery personnel directly involved in the administration of this grant, since they set forth certain requirements and limitations on the expenditure of our funds.

The material on our health and accident insurance policy to be furnished to the five (5) Chinese curators, as mentioned in Article IV, will be forwarded under a separate letter.

If the terms and conditions are acceptable, please have an appropriate official sign and return two (2) copies of the agreement as soon as possible. The grant funds can be paid to the Gallery upon the execution of the agreement or, if the Gallery prefers, payment can be made on a reimbursable basis when the exact expenses are known.

Should there be any questions concerning the grant terms, please do not hesitate to call me. I look forward to receiving the two (2) executed copies of the agreement and hearing of the Gallery's desire for the payment of the funds.

Sincerely yours,

Henrietta T. Bachmann

Henrietta T. Bachmann
Chief, Contract Negotiation
and Compliance Branch
Bureau of Educational and
Cultural Affairs

Enclosures as stated.

CU/EX/BM:NWRunkles:1kf
(202-632-3386)

MEMORANDUM

TO: Kansas City
San Francisco

April 4, 1975

FROM: Carol Fox,
National Gallery of Art
Washington, D. C.

I have reviewed below the daily routine of the Chinese Working Group as it was established here in Washington, D.C. While basic financial arrangements should preferably remain constant within the U.S.A., other areas can be adapted to suit varying needs. I have attached the letter of welcome which was given to each new member upon arrival, some sample itineraries, and the basic information which was available for those wishing to entertain the Working Group.

1. Per Diem:

On Monday of each week, cash amounting to \$20 per day per person was delivered to a specified member of the group, and a signed receipt retained for government records (attached). The letter of welcome (attached) specified that this money was to be used to cover meals, phone calls, clothes cleaning, additional transportation, and any other personal needs of the members of the Working Group of the Exhibition of Archaeological Finds of the People's Republic of China; hereafter referred to as the Group.

2. Accommodations:

Accommodations were selected which provided for:

Convenient location to the exhibition
sight;

Rooms as close together as possible and
interconnecting wherever possible;

A comfortable, quiet location;

A television in each room;

A facility in at least one room for making tea;

A conveniently located restaurant suitable for rapid breakfast service;

Reasonable rates, i.e., not more than \$21.00 per day per room.

It was hoped that expenses, including accommodations, per diem, and extra expenses incurred by travel, would not exceed \$45.00 per day per person. Requesting the hotels to change bed linens weekly rather than daily pleased the Group and was one basis for reduced room rates.

3. Transportation:

Transportation from accommodations to gallery, and from gallery to either eating place or accommodations, was made available, daily, including Saturdays and Sundays. Excursions planned by the Gallery included transportation arrangements. Additional excursions of a personal nature were handled by the individuals themselves out of their per diem.

4. Information:

The Group was provided with:

A. Two copies (xerox or original) of all newspaper and magazine articles, and other forms of printed publicity relating to the exhibition, on a weekly basis.

B. Daily attendance figures and a running account of total attendance, at both the exhibition and all Chinese film showings.

C. Catalogue sales figures when available.

D. A weekly or monthly calendar - one copy for the Group, one copy for the Gallery, kept up to date with excursions and activities planned for the Group, V.I.P. visits which required greeting and/or special tours, and meetings the Chinese should attend.

5. Office Facility:

The Group was provided with private office space as close to the entrance of the exhibition as possible. The office was furnished with: a telephone, two couches, several armchairs, desks and tables, a coatrack and hangers, a bookshelf, a hot plate and tea kettle, (the ones used at the Gallery will be transferred with the Group), teacups, pens, pencils, writing paper, notebooks, etc. Privacy and couches were desirable since the Group was accustomed to taking a brief rest after lunch. Plants and reproductions of paintings were added for good cheer.

6. Excursions:

I generally planned one or more special events each week to vary the Group's routine. With the original Group, visits to view Chinese art collections, in both museums and private homes were the most popular activities, but varying tastes and accessibility of activities were all taken into account.

A. For local excursions, the Group also enjoyed places which provide some insight into typical American life such as shopping centers, schools, and business centers, and sporting events, in addition to the usual scenic spots and other places of special significance to local residents.

B. For longer excursions, the time limit imposed by the Group itself was about two and one half days maximum stay away from the Gallery. An itinerary was prepared before each trip with flight times, places to be visited and people to be met (samples attached). Reservations, special tours and other arrangements were confirmed in advance, and follow-up included thank you letters wherever appropriate. Hotel bills (at the special government rate) were forwarded to the Gallery for payment. As escort accompanying the Group, I carried enough cash and/or traveller's checks to cover

transportation, tipping, entrance fees and other possible miscellaneous expenses. Meals were covered by per diem, as necessary.

7. Scheduling:

As coordinator of the scheduling for the Group, I was also responsible for screening and arranging meetings with V.I.P.s, scholars, students (such as National Committee grantees) and the many others who frequently requested to meet with the Chinese. The public was not given direct access to the Group, allowing them thus to rest for about one hour after lunch, to have scheduling conflicts ironed out in advance, and to see some people in the lobby or the exhibition, and invite others into their office for tea.

We also cleared with the Group any requests for press interviews and/or photography and filming, and assured that the conditions for such operations were clearly understood by all concerned.

8. Miscellaneous:

The Gallery was required to deal with a myriad of questions by phones and by mail, and to check with the Group when necessary before answering. Public inquiries primarily involved requests for the use of slides or photographs, or for evaluation of personal possessions primarily Chinese artifacts, and questions about the objects in the Exhibition.

I would like to add that all the members of the Working Group were adaptable, agreeable, and most appreciative of everything we did for them. If I can answer any questions not covered above, please feel free to phone me at (202)338-5484.

HOSTING OUR CHINESE GUESTS

Thank you for expressing an interest in extending American hospitality to the members of the Working Group of the Exhibition of Archaeological Finds of the People's Republic of China! Our distinguished guests are all charming individuals, eager to learn more about America, her customs and people. Below are a few guidelines which can generally be said to apply to visitors from the People's Republic of China. Hopefully these suggestions will aid in avoiding awkward situations, and enable everyone involved to enjoy the time together.

It is most important to refer to China as either China, or The People's Republic of China. References to "Mainland China," "Red China," or "Communist China" should be avoided. The island of Taiwan is properly referred to by the name of Taiwan only, as it is considered by all Chinese to be a province of China.

Hand-shaking upon arrival and departure is appropriate if it would be called for according to American etiquette. Frequent toasts are a common and pleasant way of exchanging compliments and good wishes, and may be made with any drink, including water.

Our guests would generally prefer to be served fruit juice, mild tea, coffee or Sanka. They will occasionally accept a beer or sherry, and perhaps drink a little wine with dinner.

Small, informal gatherings are usually the most successful. Foreign guests seem to appreciate our casual, at-home style of entertaining. Buffets are possibly the safest and most effective form of entertainment, as a greater variety of foods can be sampled and quantities can be controlled without embarrassment. Barbeques and picnics are also fun, weather permitting.

Non-Westernized Chinese seldom enjoy eating cheese, sour cream, or over-cooked vegetables. They are accustomed to eating much smaller quantities of meat than we do, and the meat they eat is usually cut into small pieces, well cooked, combined with other foods. A large, rare steak would generally not be appreciated!

Popular dishes usually include:

Chicken, fish, shrimp, beef and pork (in small pieces);

Casseroles (without much cheese);

Stew, or other mixed meat and vegetable dishes;

Rice, pasta and breads;

Fresh vegetables, lightly cooked;

Fresh salads, fruit or vegetables, with the dressing served separately;

Soups, clear or vegetable (not heavily creamed);

Simple desserts such as fresh fruit, pie a la mode, ice cream, or cake.

For more formal affairs a guest list supplied in advance, with names and brief titles or job descriptions, would be appreciated.

According to Chinese custom, when the dinner is finished (often a three to four hour process) the party is over. Do not expect the guests to linger long after the meal is over, unless a specific program has been planned.

Members of the Working Group
for the Exhibition of Archaeological Finds
of the People's Republic of China

MAI Ying-hao (Mie)	Head of the Committee. Born in Kwantung Province, now working in Peking as a director of archaeological research. Does not speak English.
KENG Pao-chang (Guhng)	Curator of the Committee, expert in porcelains, works in Peking at the Palace Museum. Born July 15, 1922, in Hopeh Province. Does not speak English.
WANG Nan-fang (Wahng)	Curator of the Committee, expert in paintings, works in Peking at the Palace Museum. Born June 18, 1932, in Hopeh Province but has spent much of his life in Hubei Province. Does not speak English.
LI Tsien-chung (Lee)	Interpreter of the Committee. Born March 8, 1945, in Shantung Province. Speaks very good English.
WU Chung-lun (Woo)	Translator. Born July 15, 1930, in Kiangsu Province. Works in Peking translating old Chinese into modern Chinese. Speaks some English.

all 4/4/75

RECEIPT FOR PER DIEM ALLOWANCE

Received of the National Gallery of Art
\$700.00 in payment of per diem allowance
for the 7 days beginning *fill in dates*

Member of the
Working Group
(Signed)

December 6, 1974

Mr. Wang Nan-Fang
The Exhibition of Archaeological Finds
of the People's Republic of China

Dear Mr. Wang:

Welcome to the United States, Washington, D.C., and the National Gallery of Art! I am delighted to have the honor of serving as your official hostess and assistant throughout your stay here. I hope you will feel free to ask me any questions, and refer to me any problems you may encounter during your visit. When I am not in the Gallery, I can be reached through my home telephone number: 338-5484. Please don't hesitate to call me. I will be happy to assist you in every way possible.

Your lodging has been reserved for you at Lowe's L'Enfant Plaza, a hotel in the vicinity of the Gallery. If any aspect of the hotel or the accommodations is unsatisfactory, please let me know immediately.

We will provide you with daily transportation to and from the Gallery, or you may walk occasionally if you prefer, as it is not far. I would also like to discuss with you, at your convenience, plans for making any sightseeing excursions which interest you.

We have arranged for the sum of \$140.00 to be delivered to you at the beginning of each week. It is our hope that you will find it convenient to use this money to cover your meals, cleaning and laundry bills, telephone calls, and any other miscellaneous personal expenses. You may pay for any of these services in cash as they are performed for you, or you may sign for them and pay the hotel at the end of each week.

We at the National Gallery all hope your stay here will be both rewarding and enjoyable in every way. I look forward to working with you.

Sincerely yours,

Carol M. Fox

THE WORKING GROUP
of the
EXHIBITION OF ARCHAEOLOGICAL FINDS
of the
PEOPLE'S REPUBLIC OF CHINA

ITINERARY
New York City

MONDAY, JANUARY 27:

Mr. Wu, Mr. Keng, Mrs. Fox

7:30 AM Pick up at Shoreham Hotel.

8:30 AA 492 departs from National Airport,
Mr. Wu, Mr. Keng, Mrs. Fox.

9:24 Arrive La Guardia Airport
Taxi to hotel.

10:30 Arrive Hotel Barbizon Plaza.

11:00 or
11:30 Lincoln Center Tour.

12:30 PM Lunch at O'Neill's Balloon.
Window shopping along 5th Avenue.

2:00 Empire State Building Tour.
350 5th Ave. (34th & 5th Ave.).

3:30 - United Nations Special Tour.
4:30

4:45 Japan House for tea.

6:00 Chinese dinner at "Hunam".
2nd Ave. & 46th Street.

THE WORKING GROUP
of the
EXHIBITION OF ARCHAEOLOGICAL FINDS
of the
PEOPLE'S REPUBLIC OF CHINA

ITINERARY
New York City

TUESDAY, JANUARY 28:

Mr. Wu, Mr. Keng, Mrs. Fox

Breakfast at the hotel.

9:00 AM Asia House (Mr. Allen Wardwell) view
collection, then walk to
10:00 Home of M/M Myron Falk, view collection.
12:00 Luncheon hosted by M/M Falk
1:30 PM Metropolitan Museum of Art:
Welcome by Ms. Jean Schmitt, Assoc.
Curator, Far Eastern Dept.
Tour of Far Eastern Galleries
View Porcelains, Ms. Sue Valenstein

Mr. Li, Mr. Wang

(3:45 PM Leave National Gallery of Art)
(for airport.)
(4:30 AA 460 departs National Airport.)
(Mr. Li, Mr. Wang.)
(5:27 Arrive La Guardia Airport, N.Y.)
(Will be met by Miss Mary Dyer.)
(Taxi to hotel.)
(6:30 Arrive Hotel Barbizon Plaza)

4:00 John M. Crawford Collection.

5:30 Return to Hotel

FREE TIME

8:00 Dinner at the People's Republic of
China, United Nations Mission.

THE WORKING GROUP
of the
EXHIBITION OF ARCHAEOLOGICAL FINDS
of the
PEOPLE'S REPUBLIC OF CHINA

ITINERARY
New York City

WEDNESDAY, JANUARY 29:

Mr. Wu, Mr. Keng, Mr. Wang,
Mr. Li, Mrs. Fox, Miss Dyer

Breakfast at the hotel.

10:00 AM Metropolitan Museum of Art -
View bronzes and paintings in
the collection.

12:00. Luncheon hosted by the Metropolitan
with Prof. Wen Fong of Princeton
University, Special Consultant to
the Metropolitan on Far Eastern
Affairs, and other museum personnel.

Mr. Wu, Mr. Keng, Miss Dyer
(1:30 PM Leave Metropolitan for airport.)
(3:00 Eastern departs from La Guardia)
(3:58 Arrive National airport.)
(Gallery car meet and return)
(to National Gallery of Art)

Mr. Wang, Mr. Li, Mrs. Fox

1:30 Continue tour of other objects
not on display.

4:00 Frick Collection
Tea and view collection, Edgar Munhall.

6:00 Informal dinner and theater hosted
by National Committee on U. S. -
China Relations.

THE WORKING GROUP
of the
EXHIBITION OF ARCHAEOLOGICAL FINDS
of the
PEOPLE'S REPUBLIC OF CHINA

ITINERARY
New York City

THURSDAY, JANUARY 30:

Mr. Wang, Mr. Li, Mrs. Fox

Breakfast at the hotel.

10:00 AM Lincoln Center Tour.

11:15 Empire State Building Tour.

12:00 United Nations Special Tour.

1:30 PM Lunch
Window shopping on 5th Avenue.

3:00 Return to Hotel.

3:30 Leave for Airport

4:30 AA 426 departs La Guardia
Mr. Wang, Mr. Li, Mrs. Fox

5:34 Arrive National Airport, D. C.
Gallery car to meet and return to
Shoreham Hotel.

THE WORKING GROUP
of the
EXHIBITION OF ARCHAEOLOGICAL FINDS
of the
PEOPLE'S REPUBLIC OF CHINA

ITINERARY
Charlottesville, Virginia
Accompanied by Georgia Fletcher
and Lon Davis

WEDNESDAY, FEBRUARY 26, 1975:

- 8:30 AM Leave Gallery by rented car.
- 10:30 -
- 11:00 Arrive Monticello.
Mr. James Bayer will greet and arrange for a tour
of buildings and grounds.
- 12:30 PM Lunch at Michie's Tavern.
- 1:30 Browsing in antique shops as time permits.
- 2:30 Arrive University of Virginia.
Mrs. Betts will greet at the Rotunda and
assist in a tour of the buildings and grounds.
- 3:30 Begin return trip.

EXHIBIT

One day itinerary

GUIDELINES FOR THE
ADMINISTRATION OF DEPARTMENT OF STATE
GRANT AGREEMENTS AWARDED BY
THE BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS

A. INTRODUCTION

This document defines award terms and conditions and the procedures for institutions and organizations to use in receiving, disbursing and accounting for funds awarded by the Bureau of Educational and Cultural Affairs, Department of State. Any questions concerning these procedures should be addressed to:

Chief
Contract Negotiation and Compliance Branch
Bureau of Educational and Cultural Affairs
Department of State
Washington, D. C. 20520

B. GRANT AGREEMENT

The grant agreement is formalized by a document signed by the Contracting Officer, U.S. Government, duly appointed by the Department, or by the delegate of the Contracting Officer, and accepted by the grantee institution or organization. The grant agreement will contain the conditions appropriate to the purpose of the project, and the grantee is required to follow the provisions of the grant in carrying out the activities of the program.

C. PERIOD

1. The inception and expiration dates are specified in the grant agreement. All expenditures charged to the agreement must be incurred within that period and payments for expenses incurred prior to the inception date or after the expiration date will be disallowed. Payments made after the agreement has expired for expenses incurred within the authorized period, however, are allowable.

2. If the period prescribed in the grant agreement is insufficient for satisfactory completion of the program supported by the grant, the agreement may be amended to extend this period. Such amendment must be fully executed prior to the original expiration date of the agreement. The grantee must request the extension in writing explaining the circumstances.

D. PAYMENTS AND ITEMS OF EXPENDITURE

1. U. S. Dollar Payments

Payment shall be made to the grantee as provided in the grant agreement, and shall be spent according to the budget items incorporated into the grant.

2. Excess Foreign Currency Payments

Upon execution of the agreement the Department shall authorize the appropriate United States Embassy to make foreign currency payments as prescribed in the grant agreement.

Such payments will be made to the representative designated by the grantee to accept payment on its behalf. Since this designated representative will probably be responsible for disbursing grant funds, he should be made aware of the grantee's responsibilities in documenting expenditures.

These are explained in the following paragraph 3.

3. Documentation of Expenditures

The grantee shall maintain documentation that will support all payments charged to the grant. Adequate financial records

of expenditures of government funds are subject to examination by the Department and/or the General Accounting Office. Any expenditures not adequately supported by proper documentation may be disallowed.

4. Unallowable Expenses

- a. Items of nonexpendable equipment such as furniture and office equipment may not be charged to the grant unless included and approved as part of the grant.
- b. Under no circumstances are expenditures for entertainment, gifts, gratuities, fines, or for alcoholic beverages or tobacco chargeable to a grant.

5. Travel

- a. American-flag Carriers - Travel, when authorized in a grant agreement, shall be performed on American-flag carriers unless an American-flag carrier is not available or efforts to utilize an American-flag carrier would result in excessive delay, unreasonable expense or inconvenience. The use of foreign-flag carriers may be authorized or approved in any of the following situations:
 - (1) When an American-flag carrier does not provide regularly scheduled service between points of travel, a foreign-flag carrier may be used to the nearest practicable interchange point to connect with an American-flag carrier. The term "regularly scheduled service" as used herein implies a service that operates at least three times weekly.

- (2) The traveler would be unduly detained at any interchange point en route awaiting an American-flag carrier.
- (3) Where the use of a foreign-flag carrier is approved, the reason therefore is to be entered on or attached to the authorizing document.

b. Accommodations - In conformity with general U.S. Government policy it is the policy of the Department that persons traveling under the auspices of the educational and cultural exchange program use less-than-first-class accommodations. However, there are exceptional circumstances when the use of first-class accommodations may be necessary. The grantee may apply the following guidelines that may warrant first-class travel;

- (1) When there is no scheduled less-than-first-class service available within a reasonable time between points of authorized travel. A statement by the traveler to this effect is prima facie evidence for audit purposes.
- (2) When less-than-first-class travel accommodations abroad do not provide adequate standards of sanitation, health, or comfort.

- (3) When the physical condition of the traveler requires the use of first-class service.
- (4) Where the use of first-class accommodations are authorized and approved the reason therefore is to be entered on, or attached to the authorizing document.

c. Travel Arrangements and Payment

- (1) U.S Dollars - The grantee institution or organization will make all the arrangements for approved international and domestic travel including the purchase of the tickets. Such funds must be authorized in the grant agreement.
- (2) Foreign Currency Grants - If international transportation and baggage are to be paid with foreign currency funds, such funds will be authorized in the grant agreement as follows:
 - (a) Payment to Grantee Institution or Organization -
If the funds are paid to the grantee institution, or organization, the grantee institution, organization, or its Designated Representative will make all the arrangements for the approved travel including the purchase of the tickets

and make payment for excess baggage charges.

- (b) Funds Withheld - If the funds are withheld by the Department, with payment made by the appropriate U.S. Embassy, the grantee institution, organization or its Designated Representative will make all arrangements for the travel as authorized in the grant agreement. Such responsibilities include making travel arrangements and obtaining the tickets. The grantee institution, organization or its Designated Representative will furnish the Contracting Officer with the name of the traveler, official itinerary, carrier to be used, and date of departure at least 4 weeks in advance of the departure date. The Contracting Officer will authorize the Bureau's Transportation Section to issue the Government Transportation Request (GTR) and mail it to the grantee institution, organization or its Designated Representative to obtain the ticket.

E. RESPONSIBILITIES

The grant agreement will state the responsibilities of the grantee institution or organization in carrying out the purposes of the program for which the grant funds are provided.

F. REPORTS

1. Program - The grant document will state the due date and the type of report required for the grantee to fulfill its program obligation.
2. Financial - The grant agreement will state the due date of the report. The enclosed format may be used to report expenditures of funds and the final financial report shall be certified by the Chief Fiscal Officer, or officer with comparable function, of the grantee as follows:

"I hereby certify, on behalf of _____
that, to the best of our knowledge and belief,
the above properly summarizes the grant expenditures. The expenditures are supported by adequate documentation and the unexpended balance of the grant funds has been returned to the Department and/or U.S. Embassy".

3. If for reasons beyond its control the grantee institution or organization cannot submit the program and financial reports when due, it should request permission from the Contracting Officer to submit it at a later date.

G. LIAISON

This will be defined in the grant document between program and financial responsibilities.

H. GENERAL PROVISIONS

These provisions are a mandatory part of the grant agreement and must be complied with.

Amount of Grant:
Amount Received:

Totals

Remarks of Explanation

Certification

I hereby certify, on behalf of _____, that, to the best of our knowledge and belief, the above properly summarizes the grant expenditures. The expenditures are supported by adequate documentation and the unexpended balance of the grant funds has been returned to the Department of State and/or the U.S. Embassy in _____.

Signature

Typed Name

Title

3rd April, 1975

Dr. Chu-tsing Li recommends Bob Friesner, who is a student in Chinese history at K.U., and who speaks Chinese, as a person to be escort to the Chinese curators.

Robert James Friesner
c/o 913 631 7797 K.C., Kansas

or 843 5401, home of Douglas Easer,
Lawrence, Kansas

Curators

April 2, 1975

Mr. Phil Heyl
Manager
Plaza Inn Hotel
45th and Main
Kansas City, Mo. 64111

Dear Mr. Heyl:

Here are the names of the visiting Chinese who will be staying at the Plaza Inn, beginning Tuesday, April 8, and continuing until the second week in June, 1975.

Mr. Keng Tao-chang
Mr. Li Tsien-chung
Mr. Mai Ying-hao
Mr. Wang Man-fang *N/A N.*
Mr. Wu Chung-lun

As we discussed in our meeting, Mr. Laurence Sickman, Director of the Nelson Gallery-Atkins Museum, will personally supervise the financial aspects of our visitors' stay at Plaza Inn. In this regard, statements should be sent to Mr. Sickman on a monthly basis.

We are asking that Captain Richard Fletcher of the Kansas City Police Department establish contact with you, as appropriate, on matters relating to security of the rooms assigned to the Chinese.

For your information, we are receiving the visitors on April 8 with a minimum amount of ceremony, and we will appreciate your staff's acknowledging the arrival schedule with the utmost discretion.

We appreciate your assistance.

Sincerely,

Robert K. (Rob) Martin
Project Director

cc: ✓ Mr. Laurence Sickman
Capt. Richard Fletcher

1st April, 1975

Phil Heyl, Esq.,
Manager,
Plaza Inn,
45th and Main St.,
Kansas City, Missouri 64111

Dear Mr.

Mr. Sickman asked me to write and let you know the names of the Chinese curators who will be coming to the Plaza Inn in connection with our exhibition of Archaeological Finds of the People's Republic of China.

They are as follows:

Mr. Keng Tao-chang
Mr. Li Tsien-chung
Mr. Mai Ying-hao
Mr. Wang Nan-fang
Mr. Wu Chung-lun

Sincerely yours,

(Mrs. Roy V. Finnell)
Secretary to the Director

L. Lickman
M. Wilson



DEPARTMENT OF STATE

Washington, D.C. 20520

May 27, 1975

Mr. Robert Martin
Nelson Gallery-Atkins Museum
4525 Oak Street
Kansas City, Missouri 64111

Dear Rob:

Sorry to hear that Ambassador Huang won't make it to Kansas City. Thought you might want to hold on to this biodata for future reference.

Thanks for the press clippings; they look great. Please send us any other major pieces that have come out since then. I'm glad to hear that the show is going so well.

Best Regards,

Meredith

Meredith Palmer
Arts Analyst
Office of East Asian and Pacific Programs
Bureau of Educational and Cultural Affairs

Enclosure:
As Stated

Biodata for Ambassador Huang Hua

Permanent Representative to the United Nations

Addressed as:

Mr. Ambassador

Huang Hua, 61, became Peking's first Permanent Representative to the United Nations in late 1971. He brought to his UN post a decade (1960-71) of diplomatic experience in Ghana, Egypt and Canada. He is a vice chairman of the Chinese delegation to the UN Special Session on World Resources, which convened on 9 April 1974. He was elected to the Chinese Communist Party Central Committee during the 10th Party Congress, in August 1973.

Huang was the chief Chinese negotiator at the truce talks with UN officials at Panmunjom, Korea, in 1953.

He is married to Ho Li-liang, who also speaks English; the couple has three children.

from Washington

韓叙

謝啟美

冀朝鏄

楊友勇

查培新

from Peking

于鵬程

王海文

Curators

The Kansas City Philharmonic

Maurice Peress, Music Director and Conductor

Eugene M. Strauss
President

Howard Jarratt
Executive Director
& Gen'l. Manager

Centennial Building · 210 West Tenth Street · Kansas City, Missouri 64105 · (816) 842-9300

Carafan

May 16, 1975

Professor S. Chianis
State University of New York
Harpur College
Binghamton, New York 13901

Dear Professor Chianis:

As you can see from the package, your carefully wrapped materials arrived Fourth Class Mail. Fortunately, your score arrived and I hand-copied the parts in time. We very much enjoyed doing the piece. It was an effective salute to The Chinese Exhibition. In fact, the archeological working group of four gentlemen plus two interpreters, came backstage after hearing the second performance and thanked us. Thanks to you I think we have made a nice liaison with the museum people here.

Unless I hear otherwise I will keep your Xerox score along with the parts here. We hope to use this piece in percussion workshops.

Thank you very much. I hope I can return the favor some day.

Very truly yours,

Maurice Peress

MP/lj

cc: Mr. Robert Martin, Project Director, Nelson Gallery
Mr. Laurence Sickman, Director of the Nelson Gallery ✓

Dictated but not signed.

Telephone call from Alex de Angelis, China Committee, State Department.
Telephone No. 202 389 6795.

Mr. Hsieh, Mr. Chang, Mr. or Mrs. Wang Hai-wen, and Mr. Yü all arrive on TWA at 1:58 on Saturday and go to the Plaza Inn. Their plane comes via Indianapolis. Flight 427.

Ambassador Han Hsu, Mr. Chi Ch'ou-chu and Mr. Yang Yu-yung will arrive on Braniff Flight 127 at 2:15 pm.

Mr. Chi Ch'ou-chu is the chief translator for the Chinese government and does translation for Chairman Mao and Chou En Lai.

Mr. Yang Yu-yung is in charge of the American section in the Foreign Office, Peking.

They want seven rooms at the Plaza Inn instead of the six already reserved.

Departure. Ambassador Han, Mr Chi Ch'ou-chu, and Mr. Yang Yu-yung depart on Monday morning the 21st on TWA Flight 318 at 8:00 am.

Chinese Curators
Mr. Sickman

THE WORKING GROUP
of the
EXHIBITION OF ARCHAEOLOGICAL FINDS
of the
PEOPLE'S REPUBLIC OF CHINA

ITINERARY: Boston, New York City,
Philadelphia

May 12-May 15, 1975

MONDAY, MAY 12:

Messrs. Mai, Wang, Yü, and Friesner:

7:30 AM	Leave Plaza Inn in Mr. Friesner's car for KCI
8:15	Arrive KCI
9:00	TWA # 240 departs KCI for Boston (Breakfast and lunch on board)
1:46 PM	Arrive Boston Airport.
2:15	Take Taxi to Boston Museum
6:00	Leave Boston Museum. Take taxi to Statler Hilton Hotel.
7:30	Take taxi to restaurant for dinner.
10:00	Leave restaurant. Return to Statler Hilton

ITINERARY (page two)

TUESDAY, MAY 13:

Messrs. Keng and Wu:

Breakfast at Plaza Inn

9:30 AM Leave Plaza Inn for KCI in Mr. Rob Martin's car.

10:15 Arrive KCI

10:55 TWA # 86 departs KCI for La Guardia Airport, New York City. (Lunch on Board)

2:26 PM Arrive La Guardia Airport. To be met by Messrs. Mai, Wang, Yu and Friesner.

Messrs. Mai, Wang, Yu and Friesner:

7:00 AM Breakfast at Statler Hilton

8:00 Check out of hotel, take taxi to Harvard University: visit East Asian Library and the campus.

11:00 Take taxi to Boston Airport.

11:45 Arrive Boston Airport, take 12:00 Eastern Airlines shuttle service to La Guardia Airport, New York City.

1:00 PM Arrive La Guardia. Have lunch at Airport restaurant

2:26 PM Meet Messrs. Keng and Wu (TWA # 86)
Take taxi to Metropolitan Museum of Art.

6:00 Take taxi to Permanent Mission of the People's Republic of China to the United Nations.

7:30 Mr. Friesner will take taxi to The Westbury and Check in.

ITINERARY (page three)

WEDNESDAY, MAY 14:

Messrs. Mai, Keng, Wang, Wu, Yu and Friesner:

Breakfast at lodgings

8:30 AM Sightseeing: United Nations, Lincoln
Center, and/or Empire State Building.
Perhaps also some window shopping.

12:00 Lunch

1:00 PM Taxi to Grand Central Station

1:30 Amtrak Coach # 115 departs for Philadelphia

2:42 Arrive Philadelphia

3:00 Taxi to Philadelphia Museum

6:00 Taxi to Ben Franklin Hotel
9th and Chestnut
Check in and rest

7:30 Taxi to restaurant.

9:30 Taxi to Ben Franklin Hotel

ITINERARY (page four)

THURSDAY, MAY 15:

Messrs. Mai, Keng, Wang, Wu, Yu and Friesner:

7:00 Am	Breakfast at hotel
8:00	Check out of hotel. Taxi to Independence Hall
9:15	Taxi to ^{ELFRETH'S ALLEY} Shrine of the Liberty Bell
10:00	Taxi to Betsy Ross House
11:00	Taxi to Philadelphia Airport
12:00	TWA # 101 departs for Kansas City (lunch on board)
2:40 PM	Arrive Kansas City International
3:00	Return to Plaza Inn in Mr. Friesner's car.
3:45	Arrive Plaza Inn

Messrs. Mai, Yu, Wang, and Friesner are confirmed on:

Monday, May 12th TWA# 240 Leave K.C. 9:00 am
Arrive Boston 1:46 pm

4 single rooms reserved at the Statler Hilton Hotel

Tuesday, May 13th Eastern Airlines to La Guardia, New York
every hour on the hour

1 single room at the Westbury Hotel, for R. Friesner

Wednesday, May 14th Train # 105, Metroliner

Depart Penn Station 8:30 am
Arr. Philadelphia 9:48 am

TWA #583 Leave Philadelphia 7:10 pm
Arrive K.C. 9:26 pm

Messrs. Keng and Wu are confirmed on:

Tuesday, May 13th TWA #86 Leave K.C. 10:55 am
Arr. La Guardia 2:26 pm

Wednesday, May 14th Train # 105, Metroliner

Depart Penn Station 8:30 am
Arr. Philadelphia 9:48 am

TWA # 583 Leave Philadelphia 7:10 pm
Arrive K.C. 9:26 pm

9th May, 1975

Dear Mr. Mai,

The entertainment which you and your colleagues so graciously gave for all of those at the Nelson Gallery who have participated in the Exhibition of The Archaeological Finds of the People's Republic of China was a memorable event.

It was, as I am sure you know, an enormous success and certainly the great majority were introduced to your wonderful Mao-t'ai for the first time.

All of you have made many many friends in Kansas City and roused a deep and friendly interest in your country and people.

The entire staff joins me in thanking you and your associates for your generous hospitality and a delightful evening.

Sincerely yours,

Laurenice Sickman
Director

5th May, 1975

Memorandum: to The whole permanent staff
Maintenance men
Guards
Electricians
Engineers
Police Security force
Wells Fargo employees

From: Laurence Sickman

The Chinese Curators will host a party for the Nelson
Gallery staff and others named above, on Thursday, May 8th
at 6:⁰⁰~~30~~ pm, in Kirkwood Hall.

Shipping	B.H.	3
	Registration	3
	Lynn P.	2
	Veau Drots	1
Curator Oriental	Narc	1
Library	Anne	2
	Barbara	2
Director	L.S.	1
Secretary	V.F.	2
F of A (incl. Sales & Rental & Coffee Lounge)		10
Sales Desk		2
Education		9
Security		90
		<hr/> 126

5th May, 1975

Memorandum: to The whole permanent staff
Maintenance men
Guards
Electricians
Engineers
Police Security force
Wells Fargo employees

From: Laurence Sickman

The Chinese Curators will host a party for the Nelson
Gallery staff and others named above, on Thursday, May 8th
at 6:30 pm, in Kirkwood Hall.

Barbara Rahm

2

Senior Curator
9 S of F

Mr and Mrs. Taggart
and

3

Pattie Sanderson

Chinese Exhibition Office

6

Assoc. Curator Oriental *Jeanne Harris*

Designer *John Lowrey, Nancy, Randy*

1
3

Conservator

3

18

5th May, 1975

Memorandum: to The whole permanent staff
Maintenance men
Guards
Electricians
Engineers
Police Security force
Wells Fargo employees

From: Laurence Sickman

The Chinese Curators will host a party for the Nelson
Gallery staff and others named above, on Thursday, May 8th
at 6:30 pm, in Kirkwood Hall.

R.A.C. with pleasure! (3)

Ellen 2

All Maintenance, guards,
electricians, engineers
& Sherwood's office 115

120
126
18

264

June, 5/5/75

There will be
a total of 115 persons
to the Chinese
Party 5/8/75 from

the list you asked
me to check on.

The price & wells

Fargo employees are
not included in
the 115. Longer

The Chinese Exhibition

The Exhibition of Archaeological Finds of the People's Republic of China
The William Rockhill Nelson Gallery-Atkins Museum of Fine Arts
April 20th to June 8th, 1975

中華人民共和國出土文物展覽

WORKING GROUP
OF THE
EXHIBITION OF ARCHAEOLOGICAL FINDS
OF THE
PEOPLE'S REPUBLIC OF CHINA

ITINERARY: San Francisco

FRIDAY, MAY 16:

Messrs. Mai, Keng, Yu and Friesner:

Breakfast at lodgings

7:30 AM

Depart from Plaza Inn in Mr.
Friesner's car for KCI

8:15

Arrive KCI

9:00

TWA # 471 departs KCI for San
Francisco

11:46

Arrive San Francisco International
Airport. Welcomed by members of
the staff of the Asian Art Museum
of San Francisco. Collect baggage.

12:15 PM

Leave Airport for hotel.

1:00

Arrive Canterbury Hotel
524 Sutter

At this time the rest of the schedule is unplanned.

The group plans to return to KCI on a plane from
San Francisco late Sunday, May 18.

The Chinese Exhibition

The Exhibition of Archaeological Finds of the People's Republic of China

The William Rockhill Nelson Gallery-Atkins Museum of Fine Arts

April 20th to June 8th, 1975

中華人民共和國出土文物展覽

Schedule for the Working Group

May 26 - June 1

Tuesday, May 27:	6:30 p.m.	Dinner at Mrs. Bunting's home. 6405 Wenonga Rd. Shawnee Mission, Ks. 66208
Wednesday, May 28:	5:30 p.m.	Ted Coe's Home 4511 Holmes Dinner at Princess Gardens
Thursday, May 29:	_____	
Friday, May 30:	6:30 p.m.	Dinner at Mr. Sidney Wang's home 8720 Delmar Tel.: 648-1444
Saturday, May 31:	7:30 p.m.	Dinner at Dr. and Mrs. Colom's 4002 W. 56th Shawnee Mission, Ks. Tel.: 722-5334
Sunday, June 1:	_____	

Curators

The Chinese Exhibition

The Exhibition of Archaeological Finds of the People's Republic of China

The William Rockhill Nelson Gallery-Atkins Museum of Fine Arts

April 20th to June 8th, 1975

中華人民共和國出土文物展覽

Schedule for Working Group

May 21 - May 25

Wednesday, May 21	6:30 PM	Jo Sanditz's Dinner 4740 Roanoke Parkway Apt. 501 (531-0611)
Thursday, May 22:		
Friday, May 23:	9:00 AM	Helicopter ride Gallery South Lawn
	1:00 PM	Ft. Osage with Mr. and Mrs. Finnell Depart from West Door
Saturday, May 24:	3:30 PM	Secretary of the Navy Mr. J. William Mittendorf
Sunday, May 25:	9:00 AM	Reception for Missouri Legislature Kirkwood Hall

CAT- Curators —

23rd June, 1975

Senator Thomas Eagleton telephoned, and later, Mr. Bryan Atwood from the Senator's office telephoned.

According to the second call, Ambassador Huang Chen et al. arrive at KCI June 30th at 12:59. The Police Department, through Senator Eagleton will supply VIP transportation.

I told Bryan Atwood that reservations had been made at the Plaza Inn.

Plans are: the afternoon of the 30th, Ambassador Huang will visit the Gallery and later be entertained at dinner by us. On July 1st he will be met by Senator Eagleton, who will take him to the Mid-Continent Farm and the Ford factory. The evening of the 1st he will be entertained at a small family dinner by Dr. and Mrs. Grey Dimond. The morning of the 2nd he will visit K.U. Med Center and will depart that afternoon.

According to Mr. Atwood, these arrangements have been made directly with Mr. Chang in contact with the Ambassador.

Cris Klanner 374-2744

Cliff Clouser

ROCKHILL CLUB 6:30 pm, Thursday, June 12th, 1975

C
O
P
Y

Mr. Mai Ying-chao

Mr. Keng Tao-chang

Mr. Wang Hai-wen

Mr. Yu Peng-chen

Mr. and Mrs. Milton McGreevy

Mr. and Mrs. Menefee D. Blackwell

Mr. and Mrs. Herman R. Sutherland

Mr. Robert Friesner

Mr. Laurence Sickman

Mr. Ralph T. Coe

Mr. Marc Wilson

Mr. Ross Taggart

Mr. and Mrs. Forrest Bailey

Mr. and Mrs. George McKenna

Mr. and Mrs. Philip Rahm

Mr. Robert Martin

Mrs. George H. Bunting, Jr.

Miss Jeanne Harris

Miss Elizabeth Fulder

Captain and Mrs. Richard Fletcher

Mr. Victor Covey

Curators

Mr. Mai Ying-hao's Toast

Thank you, Mr. Sutherland, for your friendly words. It is true that we were strangers when we came here, but we are now your friends as we leave Kansas City. We are deeply impressed with the warm welcome the people of Kansas City given to the Exhibition of Archeological Finds of the People's Republic of China and with the hospitality extended towards us by the entire staff of Nelson Gallery-Atkins Museum. We are glad to see that, as a result of the good co-operation between we both sides and of your great efforts, the Exhibition has made a contribution in promoting the mutual understanding and friendship between our two peoples.

May I have the pleasure to ask you all to join me in a toast

to President Ford,

to the development of the friendship between Chinese and American peoples,

to the health of our hosts and hostesses who have warmly entertained us this evening,

and to the health of ladies and gentlemen present here!

谢谢素德兰先生的友好的讲话。确实如此，我们来的时候还是陌生人，现在就要离别堪城的时候成了您们的朋友。堪城的人民对中华人民共和国出土文物展览的热烈欢迎以及纳尔逊美术馆——阿特金斯博物馆全体人员对我们的款待，给我们留下了深刻的印象。我们高兴的看到，由于我们双方良好的合作和您们的巨大努力，这个展览为增进我们两国人民之间的相互了解和友谊作出了贡献。

请大家和我一起
为福特总统、为中美两国人民友谊的发展，
为今晚热情款待我们的主人以及在座的各位女士们、先生们、朋友们的健康
干杯！

The Trustees and the Director
of the
Nelson Gallery of Art
cordially invite you to dinner
at the Rockhill Tennis Club
^{4520 Kenwood}
at 6:30 pm

Thursday, the twelfth of June

Crypters
Mr. Sickman

The Chinese Exhibition

The Exhibition of Archaeological Finds of the People's Republic of China
The William Rockhill Nelson Gallery-Atkins Museum of Fine Arts
April 20th to June 8th, 1975

中華人民共和國出土文物展覽

SCHEDULE FOR THE WORKING GROUP

June 2 - June 9

Monday, June 2:

Tuesday, June 3:	1:00 PM	Mr. Rowlett from University of Missouri for tea in Room B
	2:00 PM	Mrs. Boeme--tour through exhibition
	5:00 PM	Reception at Halls Plaza Store

Wednesday, June 3:

2:00 PM	Dr. Li's Seminar from University of Kansas
6:30 PM	Dinner at Mr. and Mrs. Forrest Bailey's home.

Thursday, June 4:	All Day	Visit three archaeological digs in Missouri at Springfield and Zumwelt.
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Friday, June 5:	6:00 PM	Dinner at Mr. and Mrs. William Navran's home. 6440 Overbrook Rd. Shawnee Mission, Ks. 362-4181
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Saturday, June 7 -----

Sunday, June 8: -----

Curator

The Chinese Exhibition

The Exhibition of Archaeological Finds of the People's Republic of China

The William Rockhill Nelson Gallery-Atkins Museum of Fine Arts

April 20th to June 8th, 1975

中華人民共和國出土文物展覽

THE WORKING GROUP

Thursday, June ⁵/₄: Messrs. Mai, Keng, Wang, Yu and Friesner

- 7:30 AM Depart Plaza Inn in Mr. Friesner's car.
- 8:00 Arrive at Happy Chef Restaurant (at the Mall shopping center on I-70 east of Kansas City)
Meet Dr. Ralph Rowlett.
- 8:15 Depart for Pattonsburg, Mo. Univ. of Missouri archaeological digs.

View site and have lunch.
- 12:30 PM Depart for Miami, Mo.
- 1:15 Arrive at Miami--University of Missouri Archaeological Field School
- 3:00 Depart for Kansas City.
- 4:30 PM Arrive Plaza Inn.

ADM JET WILL FLY
TO SALINA, KANS.

JOE'S FATHER-IN-LAW
JOHN VANCER, IN SALINA, IS
ONE OF LARGEST CATTLE
BREEDERS - ALSO FEED
MILLS, WHEAT FARMING.

WHO

DATE

TIME

☐ WILL CALL AGAIN

☐ PLEASE CALL THEM

MESSAGE

THEIR NUMBER

CALLED

Curators

The Chinese Exhibition

The Exhibition of Archaeological Finds of the People's Republic of China

The William Rockhill Nelson Gallery-Atkins Museum of Fine Arts

April 20th to June 8th, 1975

中華人民共和國出土文物展覽

麥英豪、廣東省博物館

耿寶昌、故宮

王海文、故宮

于鵬程、中華人民共和國出土文物展覽工作委員會

吳中崙、

麥英豪

耿宜昌

王南訪

吳中翰

李建忠

for Mr. Sickman

Chinese Curators

3rd June, 1975

C Miss Alice Hartmann,
Staff Member,
Kansas City Star,
1729 Grand Avenue,
Kansas City, Missouri 64108

Dear Miss Hartmann,

O I must tell you at once how much we all appreciated and enjoyed your article on the Exhibition. It was very well done and we are all profoundly appreciative of the part the Kansas City Star has played in informing the community and the public about this great exhibition.

P I brought to the attention of the Chinese Working Party, that is the curators, the matter of your interest and that of your readers in their reactions to our country. As I anticipated they very graciously declined, saying their sole mission was to aid with the Exhibition and take care of the collections. This is consistent with the other curatorial groups who were in Stockholm, Toronto, Washington, etc.

Y The group was most appreciative of your interest and I know personally that they have found nothing but friendship and kindness during their stay in Kansas City.

Sincerely yours,

Laurence Sickman
Director

LS:jf



THE KANSAS CITY STAR

The Kansas City Times

(THE *Morning* KANSAS CITY STAR)

1729 Grand Avenue • Kansas City, Missouri 64108 • [816] 421-1200

May 29, 1975

Laurence Sickman
Director
Nelson Gallery of Art
4525 Oak Street
Kansas City, Missouri 64110

Dear Mr. Sickman:

Many of the readers of The Kansas City Star have expressed their interest in the Exhibition of Archaeological Finds of the People's Republic of China and in the delegation traveling with the exhibition.

In response to a recent article I wrote on the exhibition, several readers have called with questions about the working group, their participation in archaeological research in their country and their experiences here in Kansas City.

As distinguished visitors here, we feel the members of the group would have many insights to give our readers on their research and experiences. We believe the feelings of foreign visitors to our city are important for the people who live here. As the exhibition's visit here is a cultural exchange between the People's Republic and the United States, we would appreciate the reactions of the delegation to Kansas City people and places.

I would like to request an appointment with the group to talk with them for the purpose of such an article. Would you be so kind as to pass this invitation along to them?

Thank you.

Sincerely,

Alice Hartmann

Alice Hartmann
A Member of The Staff

Chinese Curators

12th August, 1975

Mai Ying-hao, Esq.,
Head of the Working Group,
Asian Art Museum of San Francisco,
Golden Gate Park,
San Francisco, California 94118

Dear Mr. Mai,

You may be sure it was the greatest pleasure to see you and your associates at Marc Wilson's wedding. Marc was deeply gratified and I know it brought him a great deal of enjoyment to see his old friends on such an auspicious occasion.

Unfortunately on the following Sunday there were all kinds of matters to attend to and we were not able to reach the Museum until approximately 6 o'clock when, quite understandably, your party had gone home.

The following day, Monday, we had to be out of the city. We did have, of course, the opportunity of seeing the Exhibition and renewing our acquaintance with the superb objects that had been so generously entrusted to us. We were also very pleased to learn from members of the staff of the Asian Art Museum of the wonderful reception it has received in California, and the phenomenal attendance.

San Francisco is indeed a beautiful city, and I am sure you and all your party are enjoying the city itself as well as the surrounding country.

We are slowly returning the Gallery to our former state, but all of us miss the great Exhibition of Archaeological Finds very much indeed.

I understand from the officials of the Pan Am airline that the date of the return flight to Peking may be changed from the 11th of September to the 8th. I am still concerning myself with this flight, and will do everything I can to facilitate matters and be as helpful as I can in every way.

You left many friends at the Nelson Gallery and they all join me in sending all good wishes to you, Mr. Keng, Mr. Wang, and Mr. Yu.

Sincerely yours,

Laurence Sickman
Director

LS:jf

CAT Curators

ASIAN ART MUSEUM OF SAN FRANCISCO

THE EXHIBITION OF ARCHAEOLOGICAL FINDS
OF THE PEOPLE'S REPUBLIC OF CHINA

June 28 through August 28, 1975

June 24, 1975

Mr. Lawrence Sickman
Mr. Marc Wilson
The Nelson Gallery-Atkins Museum
4525 Oak Street
Kansas City, Missouri 64111

Dear Mr. Sickman and Mr. Wilson:

Having said goodbye to you at the airport, we arrived at San Francisco before dark and all the objects were safely brought into the Asian Art Museum. Next day the unpacking started.

Everything is going smoothly. The installation is expected to be complete within a couple of days.

During our stay in Kansas City, we appreciated the warm hospitality extended us. On behalf of my colleagues and myself, I again would like to thank you. I would particularly like to mention how friendly all the staff of your gallery was towards us. Please convey our sincere thanks to them.

Thanks to the great efforts made by your side and the good cooperation between both our sides, the Exhibition went successfully in Kansas City. I believe that, with the help of your experience, the show in San Francisco will also proceed smoothly.

Shortly after my arrival in San Francisco I received Mr. Milton McGreevy's letter. Please remember me to him.

Looking forward to meeting you at the beginning of August.
With best regards.

Yours sincerely,

李英豪

Mai Ying-hao

Head of the Working Group

中華人民共和國出土文物展覽

CHINESE CURATORS DURATION OF STAY

Mai Ying-hao April 8 - June 16

Keng Tao-chang April 8 - June 16

Wu Chung-lun April 8 - May 19

Wang Nan-fang April 8 - April 24

Li Tsien-chung April 8 - April 24

Wang Hai-wen April 24 - June 16

Yu Peng-chen April 24 - June 16

*wang to
washing fan
88,37*

7.50

300

\$ 2,250.00

Visit of Chinese delegation Dec 18-20, 1974

COMMITTEE ON SCHOLARLY COMMUNICATION WITH
THE PEOPLE'S REPUBLIC OF CHINA

AMERICAN COUNCIL OF LEARNED SOCIETIES

NATIONAL ACADEMY OF SCIENCES

SOCIAL SCIENCE RESEARCH COUNCIL

address:

NATIONAL ACADEMY OF SCIENCES
2101 CONSTITUTION AVENUE
WASHINGTON, D.C. 20418

202 389 6683
(Denise Emery)
Anne Keatley

TRAVELING PARTY

ARCHEOLOGICAL EXHIBITION DELEGATION

from the

PEOPLE'S REPUBLIC OF CHINA

Members of the Delegation:

LIU Yang-ch'iao

LIU Chiu-an

CHIN Ch'ung-chi

CH'EN Tzu-te

CHAO T'ing-hai

From the Liaison Office:

HSIEH Ch'i'mei

CHA Pei-hsin

From the Committee on Scholarly Communication with the People's Republic of China:

Patrick Maddox

Linda Maddox

From the Department of State:

Robert Arthurs

Scott Tripp

BIOGRAPHICAL INFORMATION

ARCHEOLOGICAL EXHIBITION DELEGATION

from the

PEOPLE'S REPUBLIC OF CHINA

Head of the Delegation: LIU Yang-ch'iao

Advisor to the
Working Committee of the
Archeological Finds Exhibition

刘仰昭

Liu (phonetic - leeyoe) Yang-ch'iao is a leading member of the State Cultural Relics Administrative Bureau. He was born in Shansi Province on 4 August 1911. In August 1974 he headed an archeological finds delegation to Toronto, Canada, and has assisted in arranging Chinese archeological exhibits in Paris, Tokyo, London, and Belgrade.

Members of the Delegation:

CH'EN Tzu-te

陈绍法

Director, Cultural Relics Division
State Cultural Relics Administrative Bureau

Ch'en (phonetic - chun) Tzu-te is the Director of the Cultural Relics Division of the State Cultural Relics Administrative Bureau. He was born on 22 March 1917 in Kiangsu Province.

CHIN Ch'ung-chi

金冲及

Deputy Editor-in-Chief
Cultural Relics Publishing House

Chin (phonetic - jin) Ch'ung-chi is the deputy editor-in-chief of the Cultural Relics Publishing House. He was born in Shanghai on 13 December 1930.

LIU Chiu-an

刘九庵

Assistant Researcher
Palace Museum, Peking

Liu (phonetic - leeyoe) Chiu-an is a painting expert and an assistant researcher at the Palace Museum in Peking. He was born in Hopeh Province on 26 March 1915. He met with the delegation of twelve American art historians, archeologists, and museologists who toured China in November-December 1973 under the sponsorship of the Committee on Scholarly Communication with the PRC.

Interpreter:

CHAO T'ing-hai

趙廷海

Translator, China
International Travel Service

Chao (phonetic - jaow) is serving as interpreter for the Archeological Exhibition Delegation. He also served in this capacity for the delegation attending the same exhibition in Toronto in August, 1974. Chao is a native of Honan and was born on 20 September 1942.

Wednesday
December 18th

8:55 pm Arrive Kansas City, TWA 81.

Thursday
December 19th

9:20 am Depart Plaza Inn for Nelson Gallery by bus.

12:15 pm Depart Nelson Gallery for lunch at Alameda
Plaza Hotel, by bus.

1:30 pm Return Plaza Inn by bus.

2:15 pm Depart for Nelson Gallery. Walk.

5:00 pm Return Plaza Inn by bus, or walk.

6:00 pm Depart Plaza Inn for home of Mr. and Mrs.
Milton McGreevy by bus.

6:45 pm Depart by bus for dinner at Kansas City
Country Club.

Return Plaza Inn.

Friday
December 20th

9:00 am Depart for tour of city including stop at
Linda Hall Library of Science and Technology;
Standard Milling Company;

11:30 am Crown Center

12:30 pm Lunch at American Restaurant, Crown Center.

1:45 pm Return Plaza Inn.

3:15 pm Depart from Plaza Inn for airport.
United Airline flight 585.

Dec. 19th, 1974

DINNER GUESTS, THURSDAY

Milton McGreevy,
Senior Trustee, Nelson Gallery of Art

Mrs. Milton McGreevy,
Hostess

Herman Sutherland,
Trustee, Nelson Gallery of Art

Mrs. Herman Sutherland,
Hostess

Laurence Sickman,
Director, Nelson Gallery of Art

Ralph T. Coe,
Assistant Director, Nelson Gallery of Art

Marc F. Wilson,
Curator of Oriental Art, Nelson Gallery of Art

Mrs. George H. Bunting, Jr.,
Associate Curator in charge of
Sales & Rental Gallery, Nelson Gallery of Art

Dr. Grey Dimond,
Member Committee on Scholarly Communications
with the People's Republic of China

Mrs. Grey Dimond

PRESS

Although these visits are private scholarly exchanges with low visibility, we do anticipate a certain amount of press interest, especially from local reporters. We do not attempt to generate publicity for the visit, but will facilitate contact between the American press and the Chinese guests as schedules and other considerations permit.

The Chinese groups which have visited the United States during 1974 have not wished any press contact at all. In keeping with the scholarly, working nature of the visits, they have denied requests for interviews and have asked the staff officer to provide the press with information about the visit. We prepare a "press kit" for each visit which contains information about the group and exchanges in general.

In all cases, local coordinators should refer local reporters to the staff officer, who will determine the Chinese group's inclination toward press contact, and who will subsequently arrange an interview or explain the group's decision not to meet with the press. The staff officer attempts to see that the press does not detract from a tour or interfere with a social function.

The question of having photographers from the host institution accompany the group for picture-taking should also be referred to the staff officer. Some of the Chinese visiting groups have not objected to having pictures taken during the scientific program, but others have preferred not to have a photographer accompany them. Chinese groups do like to be photographed as a group with their American hosts, and they appreciate receiving copies of such photographs as remembrances of their visit.

John Lowery in Gallery

COMMITTEE ON SCHOLARLY COMMUNICATION WITH
THE PEOPLE'S REPUBLIC OF CHINA

AMERICAN COUNCIL OF LEARNED SOCIETIES

NATIONAL ACADEMY OF SCIENCES

SOCIAL SCIENCE RESEARCH COUNCIL

address:

NATIONAL ACADEMY OF SCIENCES
2101 CONSTITUTION AVENUE
WASHINGTON, D.C. 20418

The Committee on Scholarly Communication with the People's Republic of China was formed in 1966 by the American Council of Learned Societies, the Social Science Research Council, and the National Academy of Sciences. It represents American scholars in the natural sciences, medical sciences, social sciences, and humanities. The activities of the Committee include exploring opportunities for, and coordinating the development of, scholarly communication between China and the United States. The Committee advises American institutions and individuals on appropriate ways of communicating with their Chinese colleagues, on China's international scholarly activities and on the state of China's scientific and scholarly pursuits. Committee members are scholars from a broad range of fields, including China studies. Several members and staff have visited the People's Republic of China; many have had long experience in international scholarly activities.

In May 1973 a delegation of Committee members visited China and negotiated an agreement with the Chinese Scientific and Technical Association for an exchange of scholarly groups within the next one to two years. The Chinese groups are in the fields of library science, computer science, language teaching, medicine, seismology, plant photosynthesis, and laser research. The American delegations are in the fields of art and archaeology, early childhood education, acupuncture anesthesia, herbal pharmacology, earthquake prediction, plant research, linguistic research, schistosomiasis, and the anthropology of early man. Early in 1973 the Committee hosted three delegations from China in the fields of hydro-technology, high energy physics, and insect hormone research and in November 1972 sponsored the visit of a general scientific delegation.

Dr. Emil L. Smith of the University of California School of Medicine, Los Angeles, is chairman of the Committee. Administrative responsibility for the Committee is assumed by the Office of the Foreign Secretary of the National Academy of Sciences. The Committee's offices are located in the Joseph Henry Building of the National Academy of Sciences in Washington, D.C.

For the
press

Carroll

**COMMITTEE ON SCHOLARLY COMMUNICATION WITH
THE PEOPLE'S REPUBLIC OF CHINA**

AMERICAN COUNCIL OF LEARNED SOCIETIES

NATIONAL ACADEMY OF SCIENCES

SOCIAL SCIENCE RESEARCH COUNCIL

address:

NATIONAL ACADEMY OF SCIENCES
2101 CONSTITUTION AVENUE
WASHINGTON, D.C. 20418

December 13, 1974

Dr. Laurence A. Sickman
Director
William Rockhill Nelson Gallery of Art
and Atkins Museum of Fine Arts
4525 Oak Street
Kansas City, Missouri 64111

Dear Dr. Sickman:

As promised over the telephone on December 12, I am enclosing all of the information we have on the Archaeological Exhibition Delegation from the People's Republic of China. This includes biographical information on the members of the group, a list of the entire travelling party, and a complete hotel and airline schedule. The delegation expressed an interest in visiting museums and historical sites and a reluctance to have formal contact with members of the press.

You will have spoken with Anne Keatley by the time this letter reaches you, and she will have told you about her meeting with the delegation on Thursday afternoon. Our Committee is extremely pleased that you will be able to host the delegation in Kansas City; we are only regretful that such short notice was involved. I'm enclosing a set of "Information for Local Coordinators" that might assist you with your planning. Please don't hesitate to call me if I can be of any assistance to you.

Thanks again for all your help.

Sincerely,

Denise F. Emery

Denise F. Emery
Professional Assistant

DE:vm

CHINESE ARCHAEOLOGICAL EXHIBITION GROUP

FLIGHT SCHEDULE

WASHINGTON - BOSTON

Saturday, Dec. 14	Dep. 9:25 am	N	AA400	Arr. 10:36 am
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BOSTON - NEW YORK

Monday, Dec. 16	Dep. 6:30 pm	L	AA341	Arr. 7:22 pm
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NEW YORK - KANSAS CITY

Wednesday, Dec. 18	Dep. 6:55 pm	L	TWA81 (Dinner)	Arr. 8:55 pm
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KANSAS CITY - SAN FRANCISCO

X Friday, Dec. 20	Dep. 4:55 pm 3:15		UA585 (Dinner)	Arr. 6:25 pm
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VIP

SAN FRANCISCO - TOKYO

Sunday, Dec. 22	Dep. 1:00 pm	JAL		
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X We could not get firm reservations on this flight, and are wait-listed. We have reservations on the only available S.F. flight, leaving at 9:15am (TWA 471). Our travel agent is doing his best to get us on the late afternoon flight on Friday.

ARCHAEOLOGICAL EXHIBITION DELEGATION FROM THE PEOPLE'S

REPUBLIC OF CHINA

HOTEL RESERVATIONS

December 14-16, 1974

Copley Plaza Hotel
138 St. James Avenue
Boston, Massachusetts 02116

Ms. Julie-Ann Hurley - Group Sales Office (617) 267-5300

December 16-18, 1974

St. Moritz Hotel
50 Central Park South
New York, New York 10019

Mr. Edgar Sweet - Group Sales Office (212) PL5-5800

December 18-20, 1974

Plaza Inn
45th and Main
Kansas City, Missouri 64111

1 Mr. David Strom - Group Sales Office (816) 753-7400

December 20-22, 1974

The Westbury Hotel
480 Sutter St.
San Francisco, California 94108

(415) 398-8900

Mr. Rolf Olson - Group Sales Office

INFORMATION FOR LOCAL COORDINATORS

Committee on Scholarly Communication with the People's Republic of China

National Academy of Sciences

2101 Constitution Avenue, N.W.

Washington, D.C. 20418

September 1974

PROGRAM AND SCHEDULING

Role of the CSCPRC Staff Officer and Local Coordinators

Overall responsibility for planning the visit rests with the CSCPRC staff officer. Representatives of institutions that are to be visited will be called upon to act as local coordinators. Often one person will be asked to assume responsibility for helping to plan the entire schedule within a city or locality, in order to maximize communication between the CSCPRC staff officer and the institutions on the schedule. Final decisions on the overall itinerary will be made by the staff officer in consultation with local coordinators.

Security officers from the Department of State will travel with Chinese delegations throughout the country. The CSCPRC staff officer works closely with the security officers to ensure smooth functioning of the daily schedule. Planning for the visit is, as mentioned above, the responsibility of the CSCPRC and all questions on planning should be referred to the staff officer.

Itinerary

The overall itinerary should be planned in detail and the schedules of each institution should be given to the staff officer before the group's arrival in the country. The staff officer will compile the itinerary and will discuss it with the group when they arrive, inviting their comments, corrections, or additions. The staff officer will then contact the local coordinators to indicate the changes which the Chinese have requested.

During the course of the visit, the staff officer will telephone the local coordinator during the few days prior to the visit to that particular city. At that time the local coordinator may indicate changes in the schedule. A revised schedule, or copies of the original schedule, should be distributed to all members of the group, the staff officer, and the security officers upon arrival.

in the city. If possible, it is advisable for the local coordinator to meet the group upon their arrival, accompany them to their hotel, and hold a brief meeting with the staff officer to go over the arrangements.

General Daily Schedule

According to our experience, the general daily schedule should follow this pattern:

7:30 - 8:30 AM	Breakfast in hotel
8:45	Group leaves hotel
9:00 - 1200 noon	Morning program
12:00 - 1:30 PM	Lunch and rest
1:30 - 5:00	Afternoon program
6:30 - 7:30	Dinner
	Evening program or evening free

It is advisable to schedule at least $1\frac{1}{2}$ hours at midday for lunch and rest, for in China people are accustomed to a lengthy (2 - $2\frac{1}{2}$ hours) break for a midday meal and nap. A leisurely lunch followed by a short walk around the grounds of the institution or campus is recommended. Immediately following the midday break it is advisable to schedule working sessions or walking tours rather than lectures or seminars, for we have observed that members of visiting groups tend to become drowsy in such situations.

We have found that the Chinese prefer to follow this type of schedule within each institution:

1. Arrival in morning; greeting by local coordinator in front of institution.

2. Short introduction to the work of the institution by the Director or one of his assistants; further briefing on the day's program by one of the scientists involved (total time: 30 - 45 minutes, including translation, if necessary)

3. Divide into sub-groups to visit individual laboratories, accompanied by scientists and other hosts (recommended time: $1\frac{1}{2}$ - 2 hours, apportioned between walking tours and seated discussions)

*Crowell
Room*

4. Lunch, with scientists seated with members of the group; short rest or walk

5. Return to laboratories or continue otherwise with afternoon program

6. Return to hotel for dinner

If the group is to spend more than one day at an institution, the formalities of the first day's greeting may be dispensed with on the following days.

It is advisable to gather the entire group together at the end of the visit for some concluding remarks by the Director. The Chinese often present gifts as tokens of their appreciation for the visit; these presentations may be made at the beginning or the end of the visit.

Flexible Programming

While we are asking that detailed daily programs be sent to the staff officer prior to the group's arrival, we would like to emphasize the need for flexibility within those programs to allow for the specialized interests of individual members of the group. One successful programming device has been the offering of options to the Chinese, once they have been introduced to the work of the institutions. Individual members of the group may want to spend more time with certain American scientists, rather than go along with the rest of the group. One Chinese group responded very favorably to a sign-up sheet, which enabled the staff officer, the security officers, and the local hosts to know where everyone was. A sample is:

2:00 - 5:00 PM	Radioisotope utilization Dr. Jack Brown Room 233	Diagnostic ultra-sound Dr. John Doe Room 544	Bioinstrumentation Dr. Maureen Smith Room 625
	1.	1.	1.
	2.	2.	2.
	3.	3.	3.
	4.	4.	4.

This may not be appropriate for all programs or all groups, but it is recommended when a group of 10 - 12 scientists with different interests all arrive together. Recent groups have preferred more serious, in-depth scientific sessions in small groups.

Communication between the staff officer and the local coordinator is very important in determining the exact interests of the Chinese group, for much time can be wasted in unnecessary briefing sessions and lectures. It has been noted that the Chinese generally do not ask questions or comment during the formal sessions, but they will engage in discussion with individual scientists during their laboratory visits and the social occasions, such as luncheons.

TRANSLATION

Chinese visiting groups usually include one member who is designated as the interpreter. Frequently more than one member is familiar with English, and many of them have at least a reading comprehension. The skill of the interpreters varies greatly from group to group, and occasionally some of the interpreters have become ill during the trip and then cannot fully carry out their responsibilities.

To insure the best possible communication between the Chinese and American scientists, we would like to request that local coordinators designate one or more Mandarin-speaking scientists to serve as interpreters during the course of the visit to the institution. It is essential to choose interpreters who are not only fluent in conversational Chinese, but who have command of the technical vocabulary involved. It often speeds interpretation during formal presentations to have the American interpreter follow the American scientists' talks, while deferring to the Chinese interpreter to serve for his group.

If it is not possible to enlist the aid of local scientists for interpretation, please inform the staff officer. Often we receive requests from Chinese-American scientists in different areas to serve as interpreters for visiting delegations, and it may be possible to enlist their aid upon occasion.

Note: please make certain that the interpreters speak Mandarin, not other Chinese dialects such as Cantonese, if they are to serve for the entire group.

SOCIAL OCCASIONS

47
Invitations
Each Chinese visiting group has differed in its preferences for social functions. Some groups have chosen to accept many invitations to social occasions, while others have preferred more time for study and rest. In each city or locality the staff officer will advise the local coordinator on the advisability of the number and type of social occasion. All invitations to the visiting group should be forwarded to the staff officer, who will discuss them with the Chinese after they arrive and have had an opportunity to look over their overall itinerary.

As a general rule, the visiting groups have preferred to have one social occasion in each city, such as a reception or dinner, at which they may meet area scientists whom they did not have the opportunity to visit personally. The advisability of holding such a function will depend on the total schedule and other social commitments, however. It is best to discuss each plan with the staff officer as early as possible.

Other social occasions which the Chinese have liked are: small, private dinners in the home of one of the host scientists; luncheons with the host scientists at their institutions; picnics and sightseeing on weekends, where it is sometimes permissible to invite the wives and children of the scientists to come along if space permits. Previous Chinese groups have been anxious to go sightseeing on weekends -- to museums, parks, monuments, etc. Again, the staff officer will be able to advise the local coordinators on the planning for such programs.

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General
For each social occasion a guest list should be provided. The visiting group will want to know who is the official host, will there be toasts, will gifts be presented to members of the group, will there be press and/or photographers present, will there be an American interpreter?

MENUS

Previous Chinese groups have been curious to try new foods. Hot buffets were very successful, where they may choose from a variety of dishes. Going through a cafeteria line was an interesting experience for some groups, as long as there were Americans along to explain the dishes.

In general, Chinese prefer meat well done. They do not like lamb or cheese. Popular dishes include:

- fish
- chicken
- stew
- casserole dishes
- mixed meat-vegetable dishes, Chinese style
- crisply-cooked vegetables
- rice
- clear soup
- salads, with dressing served separately
- fresh fruit
- bread
- ice cream, cake, desserts

Chinese generally do not drink hard liquor, and at cocktail parties they prefer to drink orange juice or soft drinks. Tea, coffee, and soft drinks would all be appropriate with meals. Toasts are an important part of Chinese hospitality, but may be made with any drink, even water. Some members of previous groups have preferred to drink beer at lunch or dinner.

LODGING ARRANGEMENTS AND TRANSPORTATION

Lodging arrangements for the Chinese guests will be made by the staff officer. Local coordinators should recommend hotels that are convenient to the institutions to be visited in the city. All hotel bills will be paid directly by the CSCPRC and hotel managers will be notified in advance of the special requirements of the group.

The question has been raised of the possibility of dividing the groups up to stay in individual homes overnight. The Chinese themselves prefer to remain together and not to impose on their American hosts. If a local coordinator receives such a question, please discuss the matter with the staff officer.

Transportation arrangements will also be handled by the staff officer. Based upon the suggestions of the local coordinator, the staff officer will determine whether it is necessary to charter a bus or limousine, arrange for private cars, or simply hire taxis. The staff officer may ask the local coordinator to help identify the various local transportation companies and to recommend which company is the most reliable. The staff officer will prepare schedules for the bus drivers so that they will know the exact times of departure.

Once at the institution, transportation should be provided if there should be a long distance between buildings. If part of the group is to visit a separate facility, a car should be provided for them, with an escort from the institution going along. Detailed information should be provided on when and where they will rejoin the main group.

Between cities the group will travel by the most convenient means of transportation, whether by air, train, or bus. We ask that local hosts and coordinators meet the Chinese group at the terminal or station upon their

arrival in each city and, if possible, to see them off.

Department of State security officers and local security personnel will handle special arrangements at airports, if necessary. For example, some airports will permit the group's bus to drive out to the steps of the airplane upon arrival and departure. Often, a special lounge will be set aside for the group during the wait to board the airplane. Local security personnel will be in touch with local coordinators to discuss these arrangements should there be a greeting party for the group.

As with hotels, transportation companies will be paid directly by the CSCPRC and will be notified in advance of the billing arrangements.

Important: local coordinators should be aware that in going to and from airports, the group will need transportation that includes ample space for baggage. If cars or a minibus is provided, a separate van for the luggage will have to be provided also. Such vans may pick up the luggage from the hotel prior to the group's departure.

*VIP on
departure*

MATERIALS FOR DISTRIBUTION

We would like first meetings and brief encounters to be as smooth and meaningful as possible for both the Chinese guests and the Americans meeting them. The more they know about one another, the better.

Materials for Chinese Guests

It would be most desirable for the Chinese guests to have material beforehand on the cities and places they are to visit, including lists of hosts and others they will meet. Material such as this, arranged in packages and given to the staff officer upon arrival in the city for distribution to the members of the group, is most welcome.

Scientific materials, including books and reprints, may be given to the Chinese as a group or to individual members by individual American scientists. Since this material is quite heavy, much of it will be boxed and sent to China before the group leaves the city. The staff officer may ask the local coordinator to aid in the mailing of this material.

American scientists may send items to the Chinese after the group has left. We recommend that these items be sent directly to China, and not to the CSCPRC office in Washington for forwarding. Post offices have information on parcel post and air mail rates for the People's Republic of China.

Materials for Americans Meeting the Group

The staff officer will send to the local coordinators biographic and other information on the members of the group prior to their arrival.

Handwritten notes:
Hanson City
Nick
Catalogues

PRESS

Although these visits are private scholarly exchanges with low visibility, we do anticipate a certain amount of press interest, especially from local reporters. We do not attempt to generate publicity for the visit, but will facilitate contact between the American press and the Chinese guests as schedules and other considerations permit.

The Chinese groups which have visited the United States during 1974 have not wished any press contact at all. In keeping with the scholarly, working nature of the visits, they have denied requests for interviews and have asked the staff officer to provide the press with information about the visit. We prepare a "press kit" for each visit which contains information about the group and exchanges in general.

In all cases, local coordinators should refer local reporters to the staff officer, who will determine the Chinese group's inclination toward press contact, and who will subsequently arrange an interview or explain the group's decision not to meet with the press. The staff officer attempts to see that the press does not detract from a tour or interfere with a social function.

The question of having photographers from the host institution accompany the group for picture-taking should also be referred to the staff officer. Some of the Chinese visiting groups have not objected to having pictures taken during the scientific program, but others have preferred not to have a photographer accompany them. Chinese groups do like to be photographed as a group with their American hosts, and they appreciate receiving copies of such photographs as remembrances of their visit.

who
John Lowery in Gallery

PROTOCOL

A list of names of the members of the Chinese group will be distributed, indicating the form of address for each member. The Chairman and Deputy Chairman of the group will always walk at the head of the group; the other members will defer to them. In greeting the delegation upon their arrival at an institution, it is acceptable to shake hands with only the chairman and deputy chairman or with the entire group. Often it is less confusing if the introductions for the group are made once inside the room where the briefings will be held.

During the briefing session, it is acceptable for one of the local scientists to act as interpreter for the Americans and for the Chinese interpreter to interpret for the members of his group. If that is to be the case, the staff officer should be told in advance, in order to forewarn the Chinese interpreter.

It is important to make clear to the American scientists that their Chinese colleagues have had access to recent scientific material from the West. Americans have tended to lecture or "talk down" to the Chinese as if they were students. American scientists should assume that the Chinese are as up-to-date as possible in their particular field. In briefing sessions they should speak clearly and in a pace that allows the interpreter to record the meaning of the statements. It is proper to ask for questions or comments from the Chinese at the end of the briefing, but if there is no response, the program should move quickly on.

Reprints and other scientific material are well received by the Chinese. Audio-visual aids will greatly assist in the briefings. Wrap-up sessions at the conclusion of the visit to an institution are recommended.

References to China

Chinese groups have been concerned over incorrect references to China. While the terms People's Republic of China and China are acceptable, those of "Mainland China," "Communist China," and "Red China" are not. Recent groups have expressed sensitivity when Taiwan has been referred to as the Republic of China. Since the Chinese regard Taiwan as a province of China, they will often object to the use of the term, Republic of China.

Gifts

Some Chinese groups have brought along gifts to present to the heads of institutions that they visit: copies of scientific journals, scrolls and other scenes of contemporary China, etc. Often these gifts are presented upon arrival at an institution, during the initial briefing; they may also be presented upon completion of the visit. It is not necessary for the Americans to respond with gifts, but if scientific or other gifts are given to the Chinese, they will be appreciated. Photographs of the group taken during the visit are well received. In any case, small symbolic gifts are most appropriate.